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	)	
v.	)	No.
	)	
,	)	ORDER ON TRIAL READINESS
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	)	<i>Department 15</i>
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- 1) This trial is a     jury/     non-jury trial.
- 2) Length of trial estimated upon a **5** hour trial day. The trial will last \_\_\_\_\_ days.
- 3) Settlement/Mediation/ADR WAS accomplished:     YES     NO
- 4) If settlement/mediation/ADR WAS NOT accomplished as required by LR 16(c), you must provide a detailed explanation. Counsel/party(ies) may be sanctioned for failure to comply with this requirement under LR 16(c)(4).
- 5) List any requirements special to this case (interpreters, equipment, special needs accommodations, etc.).

1 In addition to complying with the pre-trial disclosure deadlines outlined in the case schedule, the  
2 parties shall comply with the following:

3 **A. DOCUMENTS TO BE FILED WITH THE COURT:**

4 **1. JOINT STATEMENT OF EVIDENCE**

5 [LR 16(a)]. The Joint Statement of Evidence shall be filed with the court, with courtesy  
6 copies delivered to the assigned Judge **by 12:00 noon on the Thursday before trial**. Counsel  
7 for the parties and/or pro se parties shall confer before trial to prepare the Joint Statement of  
8 Evidence. The Statement shall include a list of all proposed exhibits, numbered sequentially  
9 beginning with 1. Adjacent to the list of exhibits shall be a table with four columns headed as  
10 follows: “Party(ies) Offering Exhibit”, “No Objection”, “Authenticity Admitted but  
11 Objectionable”, and “Otherwise Objectionable.” The legal basis of the objection shall be  
12 identified. The appropriate column shall be completed for each exhibit.

13 No document shall be listed more than once as an exhibit; an exhibit on the Joint Statement  
14 may be offered by any party. The Joint Statement of Evidence shall conform to the requirement  
15 of LR 16(a)(5). Counsel may include any additional stipulations which have been agreed to by  
16 the parties.

17  
18 **2. EXHIBITS AND OTHER EVIDENCE**

19 **(A) EXHIBITS:**

20 **1. NUMBERING**

21 Each exhibit shall be numbered with a “post-it” type sticker in the upper right hand corner. It  
22 shall be listed in the Joint Statement of Evidence only once. Once an exhibit is numbered, it can  
23 be introduced by either party but will continue to be designated by the number given it in the  
24 Joint Statement of Evidence.

25 **2. TRIAL NOTEBOOKS**

26 Counsel are to prepare for the clerk, the judge and for counsel, three-ring notebooks which  
27 contain the exhibits listed in the Joint Statement of Evidence. Each exhibit should be placed  
28 behind a numbered tab corresponding with the number designated in the Joint Statement of

Evidence.

### **3. PRE-MARKING OF EXHIBITS BY CLERK**

The parties shall arrange with the clerk to have exhibits marked in advance of trial. For questions email Angie Villalovos at [Angie.Villalovos@kingcounty.gov](mailto:Angie.Villalovos@kingcounty.gov).

### **4. OBJECTIONS**

If a party has a legal objection to a proposed exhibit, the legal basis must be included in the Joint Statement.

### **(B) USE OF DISCOVERY/DEPOSITIONS AT TRIAL:**

If depositions (including video depositions), designations, interrogatories, requests for admissions, or other discovery responses are to be used at trial as substantive evidence in lieu of live testimony, the proponent shall provide a list of the excerpts to be offered to the opposing party. Such excerpts shall be included with the exhibits, and any counter-designations and any objections thereto shall be provided to the court and opposing counsel no later than **12:00 noon on the Thursday before trial.**

If the court is to make any evidentiary rulings, counsel shall provide the court with a transcript of any video depositions intended to be offered at trial.

### **3. MOTIONS IN LIMINE**

All motions *in limine* shall be filed with the court in compliance with the local rules for civil motions. The parties must note a motion *in limine* at least 7 calendar days before trial without oral argument, unless motions have been set on a special calendar with the Judge. Argument maybe granted upon request.

### **4. TRIAL BRIEFS**

Trial briefs shall be filed, with courtesy copies delivered to the assigned Judge and served on opposing counsel and/or pro se parties, no later than **12:00 noon on the Thursday** before the trial.

### **5. JURY INSTRUCTIONS**

Counsel and/or pro se parties shall exchange each party's proposed set of jury instructions, with verdict form before trial. Counsel and/or pro se parties shall confer and only one set shall

1 be submitted for all agreed instructions. Parties may submit separately the instructions they  
2 cannot agree upon.

3 Counsel and/or pro se parties shall submit the jury instructions to the court no later than **12:00**  
4 **noon on the Thursday** prior to the trial date. One cited original set of jury instructions is to be  
5 filed with the clerk, and one uncited originals and one cited copies are to be delivered to the  
6 bailiff. The submission of a list of WPI numbers in lieu of the full text of a proposed jury  
7 instruction **IS NOT** acceptable.

8 The court's sets of instructions shall be submitted on computer disk (CD) in MS Word or  
9 emailed to the bailiff in MS Word. Each individual jury instruction shall be submitted as a  
10 separate MS Word document containing WPI number in the file name.

11 **6. VOIR DIRE**

12 Counsel shall submit all general voir dire questions to be asked by the court and a short  
13 neutral statement of the case with the jury instructions.

14 **7. PROPOSED FINDINGS OF FACT and CONCLUSIONS OF LAW (non-jury only):**

15 Before trial each party shall serve and deliver to the assigned judge proposed findings of fact  
16 and conclusions of law. A computer disk (CD) submission in MS Word or email attachment is  
17 also required.

18 **NOTICE:**

19 Noncompliance with the terms of this order may result in sanctions, including the award of terms  
20 and/or attorney fees, as the court deems appropriate.

21 IT IS SO ORDERED this            day of June, 2007.

22  
23 \_\_\_\_\_  
24 Judge Mary I. Yu  
25 KING COUNTY SUPERIOR COURT  
26  
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